



January 19, 2018

Lorraine Rugroden, Clerk-Treasurer  
Town of Osceola  
PO Box 216  
Dresser, WI 54246

Re: Town of Osceola Commercial Building Inspection Delegation Request

Dear Ms. Rugroden,

I am pleased to inform you that your municipality has been delegated commercial building code inspection enforcement authority per your request. Per s. 101.12(3)(g), I delegate your municipality the primary responsibility to do commercial building inspections of all size building projects to be constructed within the limits of your municipality. This delegation includes fire sprinkler and fire alarm inspections as part of the commercial building inspection requirements.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that Benjamin Campbell will be the primary code officials responsible for enforcement and has the proper certification to do so.

Please contact Chris Severson at (608)266-2497 or [Chris.Severson@Wisconsin.gov](mailto:Chris.Severson@Wisconsin.gov) with changes in your contact information.

Our building inspection deputy for your area, Joe Merchak, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Christopher Joch  
Division Administrator

cc: Joe Merchak, State Building Inspector  
Branden Piper, Director, Field Services